



Next Step Information for Electrical Contractors and Apprentices

Thank you for your interest in the services that Lansing Community College can provide for your company and your apprentices in fulfillment of the State of Michigan's requirements for electrical apprentices. This document contains the following information:

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Brief Information on what LCC can provide for you and your apprentices

- Assistance to you in setting up your apprenticeship program.
- All of the classes required for your apprentices in fulfillment of the RTI (Related Technical Instruction) for your apprenticeship program.

If you have questions related to the material we have included in this document or what you find on our web site, please contact us via one of the means listed in the “contact information” below. If you would like to pursue one or more of the options listed above, we have provided the following as a guide for you and your apprentice's next steps.

Next Steps for Contractors/Sponsors:

1. **Make a call to Dave Mattson at LCC to discuss your curriculum options/desires.** It is possible that we can take care of this over the phone, allowing your apprentices to begin their curriculum planning immediately. A meeting at your location or LCC is also possible.
2. **Decide** whether you want to set up a United States Department of Labor apprenticeship program or a stand-alone program. LCC's Apprenticeship office staff are available to discuss these two options with you.
3. **Setup Billing Arrangements** if appropriate for your company.
4. **Process information release forms for your apprentices.** These forms are filled out by each apprentice in order for LCC to provide student grade information to you, the contractor. This is usually handled by LCC in our meeting with your apprentice.

Links for Contractors:

- LCC Apprenticeship Office:
<http://www.lcc.edu/techcareers/apprenticeship/>
- Electrical Technology Program Apprenticeship Information page (current information and links):
http://www.lcc.edu/utility/electrical/electrical_appr_main.aspx
- Electrical Technology Program Main page:
<http://www.lcc.edu/utility/electrical/>

Contact Information:

- **Wyn Wilson**, Career and Employment Services – Electrical Apprenticeships:
wilsonjw@lcc.edu 517-483-1157
- **Dave Mattson**, Electrical Technology Faculty: dmattson@lcc.edu or 517-483-1348
- **Dave Jackson**, USDOL Office of Apprenticeship: Jackson.Dave@dol.gov or 517-377-1746
- **Maps to LCC Learning Centers and Campuses:** <http://www.lcc.edu/maps/>

Steps for Apprentices:

1. **Apply for admission to LCC.** This is only required if the apprentice has never been admitted to LCC before. The process does not cost anything and establishes their individual student record at LCC. Nothing else can happen at LCC until students have applied and been admitted. Apprentices can apply in person or on-line. It is our recommendation to apply in person at the West Campus location but students can also apply at our Main Campus and at any of the three Learning Centers in East Lansing, St. Johns or Howell. A link to maps is provided below.

For those who desire to apply on line, the web address is:

<http://www.lcc.edu/admissions/applynow/>

Note: If you apply on line, there may be a delay of 2 or more days before you will be allowed to take your basic skills assessments.

Apprentices that cannot make current semester application deadline should contact Dave Mattson to discuss options.

2. **Take basic skill assessments in Math, Reading and Writing.** There is no cost for this and it can be done at any of the five College locations listed above. **Important: This step must be completed before students can sign up for an LCC New Student Orientation session (mentioned in the next step).**

Note: Students cannot register for courses until they have completed their basic skill assessments and new student orientation.

Apprentices should plan on 45 minutes per assessment though they may finish more quickly. The assessments can be taken in one sitting but individuals often do better if they take the individual assessments on different days. We encourage those who decide to take their assessments back-to-back to start with the topic they are most comfortable with and move towards the one they are least comfortable with. See information below for site location and hours.

3. **Complete LCC New Student Orientation.** There is no cost for the New Student Orientation but students must register for a session time. Go to the LCC Orientation web site for more information (link information on next page). Please note that students that achieve a Basic Skills Reading level of 5 can complete their LCC Orientation on-line.
4. **Contact Dave Mattson to arrange for an Apprentice advising session.** Dave can go over the results of the apprentice's basic skills assessments and create a course sequence that follows their company's RTI curriculum guide and fits with their skills and schedule. Contact information is on the next page.
5. **Register for classes.** Complete your registration in time to start classes.

Admissions notes, links and contact information on the next page

Admission Notes for Apprentices:

1. Admission information can be found on the College's web site:
<http://www.lcc.edu/admissions/>
2. If you come to West Campus you can apply for admission and immediately be allowed to take your basic skill assessments (testing cannot be started less than 60 minutes before closing). http://www.lcc.edu/assessment/WC_hours_location.aspx
3. Individuals need the following information to fully complete the admission (application) process:
 - a. Public school district you currently live in
 - b. How long you have lived in that school district
 - c. Your program of study (Choose "Electrical Apprenticeship" – code "1570")

Links for Apprentices:

- Electrical Technology Program Apprenticeship information page:
http://www.lcc.edu/utility/electrical/electrical_appr_main.aspx
- Electrical Technology Program Main page:
<http://www.lcc.edu/utility/electrical/>
- Already an LCC student? Want to know what your Basic Skill Levels are? See the information on looking up Basic Skill levels at the bottom of this link:
http://www.lcc.edu/assessment/on_campus/cptfaq.aspx
- Getting Started at LCC, admissions options and deadlines:
<http://www.lcc.edu/admissions/applynow/>
- Basic Skills Assessment Information:
http://www.lcc.edu/catalog/policies_procedures/admissions.aspx#assessment
- LCC Orientation Information:
<http://www.lcc.edu/orientation/>
- Admissions and Main Campus Assessment Center locations and hours:
http://www.lcc.edu/assessment/hours_location.aspx
- West Campus Student Services Location and Hours
http://www.lcc.edu/assessment/WC_hours_location.aspx
- Off Campus Learning Center Locations and Hours
<http://www.lcc.edu/ece/locations/index.aspx>

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